



GAMEDAY

How do I lock a match in Schedula?

Last Modified on 14/12/2023 2:03 pm AEDT

Locking a fixture in Schedula allows you to finalise any appointments of officials and, using your organisation's Pay Rates and Pay Periods, finalises the amount owed to each official for officiating that specific match.

To lock a specific match in Schedula:

1. In the left-hand menu, click **Manual Appointments**, then select one of the following options:

- **Appoint by Competition:** Search for matches to appoint officials by competition
- **Appoint by Week:** Search for matches to appoint officials by a specific week within a season
- **Appoint by Ground:** Search for matches to appoint officials by a specific ground/venue
- **Appoint by Matrix:** Appoint officials on a visual matrix of matches and venues



Dashboard



Schedula Profile



Official List
Administration



Manual Appointments



Appoint by Competition

Appoint by Week

Appoint by Ground

Appointment Matrix

Bulk Lock Fixtures



Automatic
Appointments



Communications



Schedula Settings



Reports



2. When you've found a match, click **APPOINTMENTS**

📝 Appoint by Competition

League: Season: Competition: Round:

📅 STGS Watsonia Soccer Competition - All Rounds

Round 1

Date	Time	Home	Away	Ground	
Thu Oct 6	9:00 AM	Green Zebra's	v Blue Hippo's	Anfield	<input type="button" value="Appointments"/>
Thu Oct 6	9:00 AM	Red Lion's	v Yellow Lizard's	Etihad Stadium	<input type="button" value="Appointments"/>
Thu Oct 6	11:00 AM	Aqua Horses	v Black Eagles	St James Park	<input type="button" value="Appointments"/>
Thu Oct 6	11:00 AM	Orange Bee's	v Pink Magpies	Upton Park	<input type="button" value="Appointments"/>
Thu Oct 6	11:00 AM	Gold Stars	v Silver Tails	Stamford Bridge	<input type="button" value="Appointments"/>
Thu Oct 6	1:00 PM	Bronze Sharks	v Platinum Warriors	The Emirates	<input type="button" value="Appointments"/>

3. With officials appointed, click **LOCK & CLOSE** at the bottom of the page

📝 Match Details

Green Zebra's v Blue Hippo's
STGS Watsonia Soccer Competition
Thursday 6 October 2022 starting at 9:00am
Anfield

👤 Appointed Officials

Name	Role	Show on website	
⚠️ ADMIN, FSP	Boundary Ump...	<input checked="" type="checkbox"/>	<input type="button" value="Remove"/>
⚠️ JONES, Chris	Boundary Ump...	<input checked="" type="checkbox"/>	<input type="button" value="Remove"/>
⚠️ UMPIRE, Jorge	Boundary Ump...	<input checked="" type="checkbox"/>	<input type="button" value="Remove"/>

No umpires appointed yet.

Fixture ID: **40657572** ⚠️ Pending Acceptance Appointment Accepted

📋 Official Panel

Selected Panel:

Appointment Type:

Only Show Available Officials

- ADMIN, FSP [Profile](#) [Previous Appointments](#)
- JONES, Chris [Profile](#) [Previous Appointments](#)
- UMPIRE, Jorge [Profile](#) [Previous Appointments](#)

The match will then appear as locked on your fixture list:

Appoint by Competition

League: Season: Competition: Round:

STGS Watsonia Soccer Competition - All Rounds

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